



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361-0001

IN REPLY REFER TO

NAVAIRINST 4330.9B  
AIR-51123  
23 Feb 88

NAVAIR INSTRUCTION 4330.9B

From: Commander, Naval Air Systems Command

Subj: REVIEW AND ACCEPTANCE OF TECHNICAL DATA PACKAGES TO BE  
UTILIZED IN ACQUISITION OR PRODUCT SUPPORT

Ref: (a) NAVAIRINST 4200.14B  
(b) NAVAIRINST 4000.9B  
(c) NAVAIRINST 5451.87A

Encl: (1) Definitions  
(2) Technical Data Validation and Review (NAVAIR Clause  
52.227-9500)  
(3) Procedures for Technical Data Validation and Review

1. Purpose. This instruction establishes Naval Air Systems Command Headquarters (NAVAIRHQ) policy, responsibilities and procedures for review and acceptance of technical data which are procured under provisions of reference (a) and are intended for use in competitive acquisitions or product support. The instruction identifies the Naval Air Systems Command (NAVAIR) lead activity for review of such technical data and outlines specific responsibilities in support of reference (b).

2. Cancellation. This instruction supersedes NAVAIR Instruction 4330.9A of 1 April 1980. This is a major revision, changes are not indicated.

3. Scope. This instruction sets forth policy for Technical Data Packages (TDP's) planned for use in acquisitions or product support (e.g., establishing and maintaining a configuration baseline, acquiring logistic support for maintenance and overhaul, etc.). This instruction is applicable to NAVAIRHQ, its field activities, and Inventory Control Points (ICP's) when contracting for NAVAIR. Definitions are provided in enclosure (1).

4. Background. Effective implementation of Defense acquisition policy emphasizing competition, breakout, acquisition streamlining, and enhanced product quality is critically dependent on vigorous and competent technical review. This revision reflects revised policy and increased emphasis on review of TDP's.

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5. Policy. It is the policy of NAVAIR that TDP's be procured and managed consistent with the policies delineated in references (a), (b), and (c). Data that is essential for the development, acquisition, operation, supply, and maintenance of systems and equipment under NAVAIR cognizance shall be available when needed and shall be adequate for the intended use. Further, all TDP's for use in acquisitions or product support shall be subjected to contractor validation/certification and government initiated in-process and final review.

6. Responsibilities

a. Program managers and acquisition managers in NAVAIRHQ, field activities and ICP's procuring for NAVAIR are responsible for:

(1) Incorporating data requirements in the acquisition document (Procurement Request, Military Interdepartmental Purchase Request, Basic Ordering Agreement, etc).

(2) Designating a review activity for the TDP's using NAVAIR Clause 52.227-9500, enclosure (2).

(3) Including requirements for contractor validation and funding for government reviews.

(4) Arranging delivery of the TDP to Naval Air Technical Services Facility (NAVAIRTECHSERVFAC) and the designated review activity for final review and acceptance.

b. Naval Weapon Engineering Support Activity will assist in the selection of a review activity per reference (c). They will assist in determining the requirements of TDP's, utilizing streamlining methodology as applicable.

c. The designated review activity shall ensure that procedures used for the Government validation process conforms to enclosure (3). The reviewing activity shall operate through, and in conjunction with, the cognizant administrative contract office (ACO). The reviewing activity is responsible for advising the cognizant ACO of unresolved deficiencies requiring correction in: (a) technical data prepared or furnished by the contractor or (b) the contractor's technical data quality assurance practices. Information copies of the review findings shall be submitted to NAVAIRHQ, System Specification, Standardization and Data Branch (AIR-5112), the appropriate field activity, or the ICP if contracting for NAVAIRHQ. Upon completion of the final review of technical data, a recommendation for acceptance or

rejection of the TDP shall be provided to the Naval Air Technical Services Facility (NATSF 03). The recommendations shall be made in writing with copies sent to NAVAIRHQ (AIR-5112), the cognizant technical division, and the ACO.

d. The cognizant ACO shall monitor the contractor's progress and performance relative to technical data following the terms of the contract. After consulting with the Procurement Contracting Officer (PCO), the ACO shall take action as delineated by the contract if the contractor fails to

- (1) Deliver the TDP on time, or
- (2) Correct deficiencies in their quality assurance practices, or
- (3) Correct deficiencies in the TDP as identified by the reviewing activity.

e. Upon receipt of a copy of the TDP, the responsible repository shall check for legibility/reproducibility and forward a copy to the activity performing the technical review. On receipt of written recommendation for acceptance from the reviewing activity, the repository shall take necessary action to complete the delivery and acceptance of the TDP's.

f. When notified by the responsible organization that acceptance of the data has been made and the form DD 250, Material Inspection and Receiving Report, has been signed, the cognizant ACO shall take action to complete payment for data.

7. Forms. DD 250, Stock Number 0102-LF-002-1601, Material Inspection and Receiving Report, maybe obtained through normal Navy supply system channels and may be requisitioned per NAVSUP Publication 2002.



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### DEFINITIONS

a. Technical Data Package (TDP). The term, "Technical Data Package" as used in this instruction is defined as engineering drawings, and associated lists, specifications, standards, process sheets and referenced documents.

b. In-process Review (IPR). Is a progressive review of technical data during their process when being prepared. They are held periodically to provide guidance to the contractor or cognizant preparing activity, to audit the effectiveness of the contractor's program, and to review intermediate data products. The objective of IPR's is to assure that data products are being developed in accordance with the contract requirements.

c. Final Technical Review. The final technical review is a review of the complete technical data package submitted to a specified government review activity. This review includes a check for completeness, technical adequacy, compliance with contractual requirements, and proper identification of rights in technical data.

d. Validation. The final effort required of the contractor or cognizant preparing activity, during which the technical data product is tested for technical adequacy, accuracy and compliance with the provisions of the specifications and other contractual requirements. Validation is accomplished by comparing the data product with the actual system or equipment for which the data product was prepared. Validation is normally conducted at the preparing activity or vendor's facility. In extenuating circumstances, validation may be conducted at an operational site.

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TECHNICAL DATA VALIDATION AND REVIEW  
(NAVAIR Clause 52.227-9500)

If this contract provides for the furnishing of technical data, the following shall be applicable:

(a) The contractor shall maintain quality assurance procedures with relation to drawings, documentation and changes in conformance with the edition of Military Specification MIL-Q-9858 in effect on the date of this contract. Prior to delivery of technical data to be furnished hereunder, the contractor shall validate each drawing and other design disclosure document against the item it depicts.

(b) Technical data required to be furnished under this contract by the contractor shall be subject to in-process and final review for the Government by (insert the name and address of the review activity).

PROCEDURES FOR TECHNICAL DATA VALIDATION AND REVIEW

1. Technical Data procured for NAVAIR shall be reviewed for adequacy, completeness, and compliance with contractual requirements prior to acceptance. The procedure followed by NAVAIR to accomplish this is called Technical Data Review. The principal activities assigned this function are designated in reference (a).

2. Technical Data Reviews are conducted in two phases. The first is conducted while engineering drawings are being prepared by the contractor (an "In-Process Review"). The second is conducted after the drawings and associated lists have been formally submitted to the NAVAIR repository (the "Final Technical Review").

3. The In-Process Review encompasses:

a. Review of the contractor's engineering data quality system. (Contractor is to have an effective system for the detailed examination and review for technical accuracy of documents to be supplied under the contract and an effective system to ensure timely incorporation of changes).

b. Ensure that data prepared to the contractor's drafting manual and practices conform to contract requirements.

c. Review of a selected sampling of drawings in preparation to determine that they contain:

(1) Adequate dimensions and tolerances - dimensioning following prescribed specifications and standards.

(2) Part, materials, finish and process specifications.

(3) An approved format, in accordance with prescribed standards.

(4) Adequate delineation, i.e., general drawing practices being followed; drawings contain information required by DOD-STD-100 for "Types of Drawings", etc.

(5) Test requirement specifications.

(6) Control drawings with adequate quality control provisions and vendor information.

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(7) No unauthorized restrictive legends.

(8) Complete parts lists, accurate quantities, correct part numbers, etc.

(9) Wiring data and assembly drawings when required.

(10) All other applicable data to define the item in sufficient detail to duplicate the original.

(11) Distribution statements per OPNAV Instruction 5510.1G.

d. Documentation and submittal of deficiencies to the contractor, via ACO, for correction.

4. The Final Technical Review is conducted to determine that the contractor has corrected documented deficiencies, complied with contractual requirements, and submitted all required drawings and related data. Review requirements include

a. Reviewing of a selected sampling of documents to ensure they contain the information specified above.

b. Conducting a Completeness Review i.e., "Top-Down Breakdown", to determine that all drawings and referenced documents describing the equipment procured have been submitted. The method used in performing this breakdown is to start with the drawing that represents the completed unit and work downward to each subordinate drawing/document to ensure that any document referenced has been submitted.

c. Monitoring approved changes to ensure all revisions to the documents are, or have been, submitted.

d. Verifying that the data validation has been accomplished.